

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Open Competitive Exam #1675

OPEN COMPETITIVE EXAMINATION FOR: ADMINISTRATIVE OFFICER

SALARY: \$60,000 - \$70,000 PER YEAR

FRINGE BENEFITS: Choose from three available health insurance plans (employee contributions vary), Prescription Drug Rider, Dental Plan; Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Leave; Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 by 4:50 p.m. on:

DECEMBER 29, 2004

IMPORTANT:

1. Veterans - Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents - Residency points shall be added in accordance with the amendment to the Civil Service Rules and Regulations. Proper documentation (Civil Service Office Request for Residency Points) must be submitted with application of employment.

EXAMPLES OF DUTIES: Accountable for independently performing a full range of tasks in professional level fiscal and administrative functions in a department with over 75 employees; performs a variety of professional fiscal and administrative functions; assists with budget preparation by compiling and consolidating data and projecting expenditures; maintains budget control by reviewing and authorizing expenditures and monitoring expenditures against appropriations and allotments; prepares budget reports; prepares various financial reports; assists in planning and implementation of financial aspects of IT systems; utilizes IT systems for financial records, reports and analysis; prepares or reviews grant budgets and other fiscal portions of grant applications; provides technical assistance to grantees regarding accounting procedures; reviews various contracts, financial documents and financial reports to ensure compliance with grant requirements; reviews bargaining agreements to ensure compliance; exercises functional supervision over a variety of clerical fiscal/administrative activities such as maintenance of accounting records, payroll records, purchase requisitions, grant and contract record keeping; performs personnel tasks; assists in the formulation of policies and procedures relating to areas of responsibility and implementation of such policies and procedures; acts as liaison with Finance Department; may supervise support services such as building maintenance.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize IT systems for financial management.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE: A Bachelor's degree in Public Administration, Business Administration or Accounting, plus five years experience in a like position.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrators Association

The Parts and Weights for this examination will be determined prior to conducting the exam.

Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within fifteen (15) days of receipt of such notice.

Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/H/V